

POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQG11	3. REPLACES PD NUMBER


RECOMMENDED			
4. TITLE GEOLOGIST		5. PAY PLAN GS	6. SERIES 1350
8. WORKING TITLE (Optional) GEOLOGIST		7. GRADE 11	
		9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE						
11. PP GS	12. SERIES 1350	13. FUNC	14. GRADE 11	15. DATE Month Day Year	16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER

8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)			
1st	United States Department of Agriculture		5th
2nd	Natural Resources Conservation Service		6th
3rd	State Conservationist		7th
4th			8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.			
19. SUPERVISOR'S SIGNATURE		20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE
21. SUPERVISOR'S NAME AND TITLE		23. DATE	
		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required by the Position	FL 1-7	1250	6. Personal Contacts	FL 6-3	60
2. Supervisory Controls	FL 2-4	450	7. Purpose of Contacts	FL 7-2	50
3. Guidelines	FL 3-3	275	8. Physical Demands	FL 8-2	20
4. Complexity	FL 4-4	225	9. Work Environment	FL 9-2	20
5. Scope and Effect	FL 5-3	150	27. TOTAL POINTS ←		2500
28. GRADE ←					11

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE 	30. DATE 10/09/08

31. NAME AND TITLE Darlene Locke, Human Resources Specialist, HRMD-Employment and Classification Team	
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32. REMARKS: The "11/16/06 " Position Description (PD) was classified by Robert Langan, NHQ and this is to replace the original cover sheet. No change or modification has been made to the PD.	33. OPM CERTIFICATION NUMBER
References: Introduction to Position Classification Standards TS-134 July 1995, TS-107 August 1991 Appendix 3 Standard Used – JFP PROFESSIONAL WORK IN THE PHYSICAL SCIENCE GROUP, GS-1300. HRCD-4 DATED DEC 1997 FLSA - Exempt	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1)	2. DEPT CD. /AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
AG-16					

B. MASTER RECORD									
1. PAY PLAN (2)		2. OCC. SERIES (4)		3. OCC. FUNC. CD. (2)		4. OFF. TITLE CD. (5)		5. OFFICIAL TITLE (38)	
6. HQ. FLD. CD. (1)		7. SUP. CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)		10. DT CLASS (6)	
1 = HQ 2 = FLD		1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		X = New Standard Applied Blank = NA		N = No Y = Interdis	
11. EARLY RET. CD. (1)		12. INACT/ACT (1)		13. DT. ABOL. (6)		14. DT. INACT/REACT (6)		15. AGENCY USE (10)	
1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		I = Inactive A = Active		MO DAY YEAR		MO DAY YEAR	
16. INTERDISCIPLINARY SERIES (40) (4) Per Block									
17. INTERDISCIPLINARY TITLE CODE (50) (5) Per Block									

C. INDIVIDUAL POSITION																			
1. FLSA CD. (1)			2. FIN. DIS. REQ. (1)				3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)						
E = Exempt N = Nonexempt			0 = None 1 = CD 219 2 = CD 220				3 = SF 278 4 = AD 392 5 = SF 849			A = Sched A B = Sched B C = Sched C			0 = Excepted but not A,B,C						
6. WK. TITLE CODE (4)			7. WK. TITLE (38)																
8. ORG. STR. CODE (18)								9. VAC REV CODE (1)											
1st		2nd		3rd		4th		5th		6th		7th		8th					
0 = Position Action No Vacancy A = No Change								B = Lower Grade C = Higher Grade				D = Different title and/or series E = New Position/New FTE							
10. TARGET GD.		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST.					
Blank = NA Y = Yes		State (2)		City (4)		County (3)		MO DAY YEAR		MO DAY YEAR		Blank=NA 1 = PAS		MO DAY YEAR					
18. GD. BASIS. IND (1)								7 = Equipment Devel. Guide			19. DT.REQ. REC. (6)			20. NTE. DT. (6)		21. POS.ST. BUD (1)			
1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG								4 = Sup./Program 5 = RGEG 6 = Policy Analysis G E G			8 = Agency Use 9 = Agency Use ALPHAS = Agency Use			MO DAY YEAR		MO DAY YEAR		Y = Perm N = Other	
22. MAIN. REV./CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																			
Normal Act				Maintenance Review Act				Results											
1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change											
								5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.											
23. DATE EMP. ASN. (6)				24. DATE ABOL. (6)				25. INACT/ACT(1)		26. DATE INACT/REACT (6)		27. ACCTG. STAT. (4)		28. INT. ASN. SER. (4)		29. AGENCY USE (8)			
MO DAY YEAR		MO DAY YEAR		MO DAY YEAR		MO DAY YEAR		MO DAY YEAR		MO DAY YEAR		MO DAY YEAR		MO DAY YEAR		MO DAY YEAR			
30. CLASSIFIER'S SIGNATURE														31. DATE					
32. REMARKS																			

STANDARD POSITION DESCRIPTION

Official Title: Geologist
Working Title: Geologist
Classification: GS-1350-11

Date 10/08/08
Classified By: NHQ
Number: NHQG135011

Note: This is a standard position description and can not be modified without the approval from the Human Resources Management Division, Employment & Classification Team, NRCS, in Washington D.C.

I. INTRODUCTION

This position is located in the above indicated State Office and reports to the State Conservation Engineer. Incumbent is responsible for assisting the senior Geologist with providing the full range of geological services to assigned geographic area as shown in attached map from the "Most Efficient Organization" proposal developed in response to the Geological Analysis Function Competitive Sourcing Study.

II. MAJOR DUTIES

1. Prepares geologic analysis services for land use categories as assigned by the senior Geologist. These may include, but are not be limited to: crop systems; pasture systems; waste systems; forest systems; wildlife systems; urban systems; irrigation systems; wetlands systems; rangeland systems; watershed planning; watershed applications; soils mapping; ponds; dams; grade stabilization structures; structure rehabilitation; and resource conservation and development.
2. Applies geologic evaluation for a variety of practices related to the specific systems applied. These may include, but are not limited to: well decommissioning; dam and spring development; agricultural waste storage facility construction; stream habitat improvement and management; sediment basin construction; irrigation water conveyance; wetland construction; and other commonly used practices and techniques.
3. In consultation with the supervisor identifies the best technical methods to use based on analysis and assessment of the situation. Responsible for conducting geologic investigations as needed. Investigations may require the incumbent to prepare contract documents, secure assistance from local personnel, and identify and secure additional equipment to complete investigation.
4. Plans and modifies investigations independently based on knowledge of geologic field.
5. Conducts sedimentation studies to determine sediment storage requirements, and sediment surveys on existing reservoirs.
6. Prepares written reports, including interpretations of surface and subsurface conditions and conclusions concerning the suitability of all earth materials and ground water conditions for projects for all land use categories. Written products are tailored for use by other disciplines and program officials.
7. Actively supports the Civil Rights program and communicates this support to subordinates, colleagues and customers. Ensures equality in all activities; assigns program functions and provides program assistance to individuals, groups and the general public without regard to race, sex, religion, national origin, physical handicap or age.

8. Travel within assigned geographic area is required usually ranging from 10 to 25% of the time. A current valid driver's license is required.

Performs other related duties as assigned.

III. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION – LEVEL 1-7 (1250 POINTS)

Knowledge of professional geologic concepts, principles and practices applicable to a wide range of geologic services performed on systems such as: crop systems; pasture systems; waste systems; forest systems; wildlife systems; urban systems; irrigation systems; wetlands systems; rangeland systems; watershed planning; watershed applications; soils mapping; ponds; dams; grade stabilization structures; structure rehabilitation; and resource conservation and development.

Knowledge of geologic practices and techniques in order to analyze, design and apply a variety of practices such as: filter strips; pest management; subsurface drains; land clearing; waste storage facilities; forest site preparation; fishpond management; sediment basin; irrigation storage reservoir; toxic salt reduction, and other commonly used practices and techniques.

Knowledge of established, innovative and emerging technologies related to the geology in order to apply to on-going program work.

Knowledge of Natural Resources Conservation programs and objectives and how geologic analysis services can be applied to support them.

Ability to communicate effectively, establish and maintain positive working relationships with a wide variety of individuals and organizations.

2. SUPERVISORY CONTROLS LEVEL 2-4 (450 POINTS)

The supervisor outlines overall objectives and available resources. The incumbent and supervisor, in consultation, discuss timeframes, scope of assignments and possible approaches.

Incumbent independently plans and carries out the assignments in conformance with accepted policies and practices. Incumbent handles day-to-day problems that arise referring controversial or unusual situations that do not have clear precedents to the supervisor.

Completed work is reviewed for conformity with policy, technical soundness and adherence to deadlines. Due to the fact that this position is part of a competitive sourcing study completed work is subject to quality reviews outside of the supervisory chain.

3. GUIDELINES LEVEL 3-3 (275 POINTS)

General technical guidelines are provided in the National Engineering Handbook (NEH), and the National Engineering Manual (NEM). Test references, reports of other agencies, research reports, and other sources will frequently be consulted for unique situations.

Guidelines require the incumbent to interpret and apply them to specific work situations. Incumbent must use considerable ingenuity and judgment in the use and expansion of guidelines in order to meet program objectives. Recommends, or discusses with the supervisor when the need arises to devise or formulate new procedures to secure technical information in widely varying geologic conditions.

4. COMPLEXITY LEVEL 4-4 (225 POINTS)

Work assignments involve a variety of duties related to geologic analysis of systems and practices arising within assigned geographic area. The work requires the incumbent to respond to the complex geologic characteristics encountered. Since engineered construction for soil and water conservation in all states involves the widest range of practices and structures, a thorough understanding of engineering design, the capabilities of exploration equipment and techniques, and the elements of soil and rock mechanics are requirements of this position.

The work requires the incumbent to develop with the supervisor work priorities and to be able to identify a variety of issues and choose a course of action from several alternatives or options. Incumbent may be required to work with several states requiring a high degree of decision making and interpersonal skills and abilities.

5. SCOPE AND EFFECT LEVEL 5-3 (150 POINTS)

The purpose of the work is to perform professional geologic analysis services arising from on-going conservation programs and functions of the agency in assigned geographic area. The incumbent assists the senior Geologist in performing all geologic analysis services in the assigned geographic area. This includes providing technical guidance to field personnel in connection with detailed geologic analysis services.

The work affects the safety and reliability of the systems and practices applied, and the ability of other agency programs to be carried out in a timely manner.

6. PERSONAL CONTACTS LEVEL 6-3 (60 POINTS)

Contacts are with all levels within the state and with geologic officials in National Headquarters and in the Ft. Worth Center, and with contractors and representatives of other Federal, state and local agencies, local organizations, technical organizations, and local interest groups.

7. PURPOSE OF CONTACTS LEVEL 7-2 (50 POINTS)

Contacts are for the purpose of providing professional geologic analysis as required for the implementation of NRCS programs. Information and reports prepared by the incumbent will be used by others in their phases of resource projects or other state programs. Incumbent also provides training and makes oral presentations as requested.

8. PHYSICAL DEMANDS – LEVEL 8-2 (20 POINTS)

Work is typically performed in both field and office settings. During field visits the work requires the incumbent to walk over uneven fields and difficult terrain, recurring bending, crouching or stooping, and carrying of light items less than 35 pounds. Construction site visits may pose hazards associated with heavy equipment and exposure to agricultural wastes and pesticides.

9. WORK ENVIRONMENT – LEVEL 9-2 (20 POINTS)

Work that is performed in an office setting is adequately lighted, heated and ventilated. Field visits may involve exposure to construction equipment and environments where safety precautions must be observed such as wearing boots, gloves, hard hat, etc.

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